



# TAMIL NADU GOVERNMENT GAZETTE

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## Part III—Section 1(a)

General Statutory Rules, Notifications, Orders, Regulations, etc.,  
issued by Secretariat Departments.

### NOTIFICATIONS BY GOVERNMENT

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## NOTIFICATIONS BY GOVERNMENT

### LABOUR AND EMPLOYMENT DEPARTMENT

#### Amendments to the Tamil Nadu Factories Rules, 1950.

[G.O. Ms. No. 33, Labour and Employment (M2), 17th February 2021, மாசி 5, சார்வாரி, திருவன்னாறுவரி ஆண்டு-2052.]

No. SRO A-9/2021.—In exercise of the powers conferred by Section 112 of the Factories Act, 1948 (Central Act LXIII of 1948), the Governor of Tamil Nadu hereby makes the following amendments to the Tamil Nadu Factories Rules, 1950, the draft of the same having been previously published, as required under Section 115 of the said Act:-

#### AMENDMENTS.

##### **In the said Rules,-**

- (1) In rule 86, for the expression "column (3) of Form No. 12", the expression "column (6) of Form No. 12" shall be substituted;
- (2) In rule 88, in sub-rule (2), for the expression "fifteen paise", the expression "five rupees" shall be substituted;
- (3) for rule 103, the following rule shall be substituted, namely:-

##### **" 103. Maintenance of Muster Roll and Registers -**

- (1) The Manager of every factory shall maintain a muster roll of all the workers employed in the factory in Form No. 25 and entries shall be made at the commencement of each period of work.
- (2) The Manager shall make it such muster roll readily available for inspection to the inspector at all times during working hours or when any work is being carried on in the factory and it shall be preserved for a period of three years after the last entry.
- (3) The Register of adult workers and young persons in Form No. 12, Register of leave with wages in Form No. 15 and the muster roll and Register of compensatory holidays in Form No. 25 shall be considered to serve the purposes of the Registers and muster roll specified hereunder, namely:-
  - (i) Register of Employment of Contract Labour in Form XXVI as per rule 75, Register of Wages in Form XXVII as per clause (a) of sub-rule (1) of rule 78 and Register of Advances, Deductions for Damage or Loss and Fines in Form XXIX as per clause (d) of sub-rule (1) of rule 78 of the Tamil Nadu Contract Labour (Regulation and Abolition) Rules, 1975;
  - (ii) Register of Workmen employed by Contractor in Form XIII as per rule 49, Muster Roll Register in Form XVII as per clause (a) of sub-rule (2) of rule 52, Register of Wages in Form XVIII as per clause (a) of sub-rule (2) of rule 52, Register of Deductions for Damage or Loss in Form XIX as per clause (c) of sub-rule (2) of rule 52, Register of Fines in Form XX as per clause (c) of sub-rule (2) of Rule 52, Register of Advances in Form XXI as per clause (c) of sub-rule (2) of rule 52 and Register of Overtime in Form XXII as per clause (d) of sub-rule (2) of Rule 52 of the Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) (Tamil Nadu) Rules, 1983;
  - (iii) Register of Fines in Form I as per rule 3, Register of Deductions for Damage or Loss caused to the employer by the neglect or default of the employed persons in Form II as per rule 4 and Register of Advances made to employed persons in Form III as per rule 17 of the Tamil Nadu Payment of Wages Rules, 1937;
  - (iv) Register of Fines in Form I as per sub-rule (4) of rule 21, Register of Deductions for Damage or Loss caused to the employer by the neglect or default of the employed person in Form II as per sub-rule (4) of rule 21, Overtime Register for Workers in Form IV as per sub-rule (2) of rule 26, Muster Roll in Form V as per sub-rule (5) of rule 27 and Register of Employees in Form XI as per sub-rule (6) of rule 27 of the Minimum Wages (Tamil Nadu) Rules, 1953;
  - (v) Muster Roll in Form A as per sub-rule (1) of rule 3 of the Tamil Nadu Maternity Benefit Rules, 1967;

- (vi) Register of National, Festival and Special Holidays in Form VI as per sub-rule (1) of rule 7 of the Tamil Nadu Industrial Establishments (National, Festival and Special Holidays) Rules, 1959;
  - (vii) Register of Workmen in Form I as per sub-rule (1) of rule 6 of the Tamil Nadu Industrial Establishments (Conferment of Permanent Status to Workmen) Rules, 1981;
  - (viii) Register of employees placed under suspension in Form No.1 as per rule 3 of the Tamil Nadu Payment of Subsistence Allowance Rules, 1981;
  - (ix) Register of Wages in Form B, Register of Fines and Unpaid Accumulations in Form C as per rule 29 of the Tamil Nadu Labour Welfare Fund Rules, 1973.";

(4) for Form No. 12, Form No. 15 and Form No. 25, the following Forms shall respectively, be substituted, namely:-

(4) for Form No. 12, Form No. 15 and Form No. 25, the following Forms shall respectively, be substituted, namely:-

**"FORM No.12**

(Prescribed under rules 80, 86)

## REGISTER OF ADULT WORKERS AND YOUNG PERSONS.

Name and Address of the Factory:

Registration No:

Serial Number	Name of the worker	Worker Identity No.	Gender	Father / Spouse Name	Date of Birth	Present Address	Permanent Address	Aadhaar No.	Date of entry into service	Designation / Nature of Work	EPF No./ UAN No.	ESIC No.	Date on which completion of 480 days of service	Date on which made permanent	Period of Suspension if any	Bank A/c Number, Name of Bank, Branch (IFSC)	Photo	Mobile Number	E-mail ID	Specimen Signature / Thumb Impression	Date of Exit	Reason for Exit	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)

"FORM No. 15

(Prescribed under rules 87, 88)

## **REGISTER OF LEAVE WITH WAGES**

### (Part-I)

Name and Address of the Factory:

Name and Address of the Occupier:

Name of the Manager / In-charge:

Registration No:

For the month of ..... Year .....

1	Serial Number	2	Serial Number in Register of adult workers and young persons	3	Name of the worker	4	Worker Identity Number	Earned Leave		Medical Leave		Other Leave		Maternity Benefits			Gratuity Benefits			
								5	Leave at the beginning of the month	6	Leave earned during the period	7	Leave availed during the month	8	Leave balance at the end of the month	9	Leave at beginning of the month	10	Leave availed during the month	11
15	Date of giving notice of pregnancy / delivery	16	Amount of maternity benefit paid in advance of expected delivery and date of payment.	17	Subsequent Payment of Maternity benefit and date of payment	18	Amount paid as Medical Bonus and Date of payment	19	Leave with Wages as per Sections 9 or 10 of the Maternity Benefit Act, 1961	20	Whether nomination received from the Worker	21	Amount paid as Gratuity in case of demise / exit of the worker	22	Remarks					

## (Part-II)

Name and Address of the Factory:

Total number of persons employed:

Name and Address of the Occupier / Pay Master:

Name of the Manager/In-charge:

Registration No.:

Men	Women	Male Adolescent	Female Adolescent

Wage Period From ..... to ..... (Monthly/Fortnightly/Weekly/Daily/Piece Rated)

Serial Number	Serial Number in Register of adult workers and young persons	Name of the worker	Worker Identity Number	Number of days worked	Basic Wages	Dearness Allowance	House Rent Allowance	Other Allowances (nature may be specified)	Overtime Wages	Leave Wages (Earned Leave / National, Festival & Special Holidays / Other)	Gross Wages	Deductions																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																											
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